

Title	Dispatch aviation parts or materials		
Level	3	Credits	6

Purpose	<p>This unit standard is intended for people who dispatch aviation parts or materials to external agencies and customers as part of their aviation storekeeping duties.</p> <p>People credited with this unit standard are able to: check dispatch documentation of aviation parts or materials; package aviation parts or materials for dispatch; complete dispatch documentation for aviation parts or materials; and carry out dispatch of aviation parts or materials.</p>
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Classification	Aeronautical Engineering > Aeronautical Storekeeping
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Available grade	Achieved
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Guidance Information

- 1 All tasks must be carried out in accordance with enterprise procedures.
- 2 **Definition**
Enterprise procedures – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
- 3 Aviation parts or materials referred to in this unit standard are those that require evidence of authenticity and traceability to the manufacturer prior to their release for use on aircraft.

Outcomes and performance criteria

Outcome 1

Check dispatch documentation of aviation parts or materials.

Performance criteria

- 1.1 Aviation parts or materials received for dispatch are checked to ensure they match dispatch instructions.

Range instructions – part number, serial number, quantity.

1.2 Aircraft release documentation provided is complete and matches items.

Outcome 2

Package aviation parts or materials for dispatch.

Performance criteria

2.1 Aviation parts or materials are packed for dispatch.

Range packing – bagging, wrapping, transit-case packing, crating, weighing, measuring dimensions.

2.2 Packages are identified and meet transit documentation requirements.

Range identification – address labels, fragile labels, special handling labels, dangerous goods markings.

Outcome 3

Complete dispatch documentation for aviation parts or materials.

Performance criteria

3.1 Dispatch documentation is completed.

Range documentation – customs documents, waybills, consignment notes, dispatch advice notes.

3.2 Dispatch records are updated.

Outcome 4

Carry out dispatch of aviation parts or materials.

Performance criteria

4.1 Transportation method is selected and meets consignment requirements.

Range consignment requirements may include but are not limited to – urgency, weight, cost, customer specifications, fragility, dangerous goods requirements, hazard restrictions.

4.2 Consignment is dispatched.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	4 May 1999	31 December 2016
Review	2	20 April 2006	31 December 2016
Review	3	24 October 2014	31 December 2022
Review	4	23 July 2020	N/A

Consent and Moderation Requirements (CMR) reference

0028

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServiceIQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.